



Department of Business License

Instructions for Retail Marijuana Business License Application

The Department is accepting applications for retail marijuana establishments. Retail marijuana establishments include Retail Marijuana Stores, Cultivation and Production Facilities, Marijuana Testing Facilities and Marijuana Distributors. Applicants for Retail Marijuana Stores, Cultivation and Production Facilities and Marijuana Testing Facilities must have one of the following: (1) a valid Registration Certificate from the State of Nevada Department of Health and Human Services Division of Public and Behavioral Health (except medical marijuana laboratories); (2) a valid State of Nevada Import/Wholesale liquor license; or (3) Businesses currently licensed for the transportation of medical marijuana and whose employees hold valid agent cards pursuant to NRS 453A.332.

The following instructions are intended to aid the Owner or Operator of the proposed Retail Marijuana Establishment in completing the Application Form and providing required information and documents.

PLEASE PROVIDE THE ORIGINAL APPLICATION FORM AND REQUIRED DOCUMENTATION AS WELL AS A COPY OF THE SAME ON ONE COMPACT DISC ("CD") AND SUBMIT IN PERSON, BY DROP-OFF OR APPOINTMENT TO THE DEPARTMENT AT:

**Clark County
Department of Business License
PO Box 551810
Las Vegas, NV 89155-1810**

Only one submittal of the Application Form and required information and copies on CD is required for all Retail Marijuana Establishments that are located at the same location in the County and have the exact same ownership.

If you have any questions please submit them to:

BLOutreach@clarkcountynv.gov

APPLICATION FORM INSTRUCTIONS

1. Complete the attached Business License Application Form.
2. Provide a completed Odor Control Plan certified by an industrial hygienist or professional engineer. The Odor Control Plan will be submitted to the Clark County Department of Air Quality for approval. See the attached Odor Control Plan Template for information.
3. A copy of the application that was submitted to the State of Nevada Department of Taxation for a temporary business license.
4. Provide a detailed organizational chart.
5. Provide updated property information, such as any revised, amended or replaced leases or deeds or any changes in the documentation of the right to use the property as a **retail** marijuana establishment.
6. Provide a copy of a completed Ownership Disclosure Form (if changes have occurred since the request for the ownership disclosure form on May 10, 2017).

Upon receipt of the Application and information required in #1 through #6 above, the copy on CD, and required fees, the Department of Business License will begin processing your application by entering data into our system and requesting a review by the Current Planning Division (Zoning) for verification that a Special Use Permit has been approved for the location of the proposed Retail Marijuana Establishment and the status of any conditions placed on the permit.

Following sign-off from Zoning, public safety inspections will be conducted as applicable. Once all public safety inspections have been performed and the applicable agencies have signed off that the applicant is in compliance with the Code and regulations, the Department will schedule a Code Conference with the applicant to review the requirements and provisions of the County Code that may affect the applicant and the operations of the retail marijuana establishment.

At the Code Conference the applicant must provide the Business Plan for the Retail Marijuana Establishment for review by the Department. The Business Plan will not be retained by the Department.

NOTICE: No business may be conducted until a Clark County Business License has been approved and issued by the Department.

APPLICATION FEE:

The Application for a Retail Marijuana Establishment Business License must be accompanied with the application fee as follows:

Application Fee for Retail Marijuana Establishment	\$1,500
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For Marijuana Distributors	\$ 250
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For each additional Establishment at the same location with identical ownership	\$ 500
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(For example: for a retail marijuana store, a retail marijuana cultivation facility and a retail marijuana product manufacturing facility at the same location with the same exact ownership, the application fee would be \$2,500 (\$1,500 + \$500 + \$500))